



# DESE

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

## FOOD & NUTRITION SERVICES

December 20, 2023

### Local Food for Schools (LFS) Grant

Through the Local Food for Schools Cooperative Agreement Program (LFS), the Missouri Department of Elementary & Secondary Education (DESE) will provide a funding opportunity for schools to serve locally grown foods and beverages to children through the National School Lunch and School Breakfast Programs. These products will be healthy and unique to their geographic area, with the goal of improving child nutrition and building new relationships between schools and local farmers.

Through LFS, DESE will encourage urban and rural schools to apply for funding to promote purchases of local foods for school meal trays and foster proper health and safety habits. This program will create an opportunity for underserved farmers to promote and grow their business as well as create a relationship between schools and local agricultural communities.

The LFS grant is open now, watch the [training video](#) and [click here to apply](#). LEAs must complete the application and email the written plan to [Barbara.Shaw@dese.mo.gov](mailto:Barbara.Shaw@dese.mo.gov)

Applications Now Open!

## Local Food For Schools Grant

Bring Local Food to YOUR School!

### What to Know:

- Over 38,000 schools, nation wide, are bringing local food to their students!
- Students are more likely to eat their fruits & vegetables and try new, healthy foods with Farm to School programs!
- Farm to School programs have a positive impact on the local economy!
- [Grant Application & Resources:](#)

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

MO DESE Food & Nutrition Services:  
[foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)

### Farm to School Census

**Farm to School Census:** The USDA Food and Nutrition Services, is currently fielding the 2023 Farm to School Census. The Census collects information from school districts regarding their use of local food in school meals and other participation in farm to school activities in school year 2022-23. This is a nationwide survey of schools that participate in the National School Lunch Program. [This page](#) offers resources to help schools prepare. Our office will update you with more information once the census is released.

### Community Eligibility Provision (CEP) Mid-Year Election Opportunity

This New final rule was effective 10/26/2023 [review powerpoint slides here](#).

The new rule lowers the minimum identified student percentage (ISP) from 40 percent to 25 percent

This creates a greater flexibility to offer no-cost meals to all enrolled students if financially viable to the school district.

**If there are LEAs interested in electing CEP for this school year, DESE may request a waiver, from USDA, to allow LEAs to take advantage of the new minimum ISP during SY 23-24, and implement CEP mid-year.**

**Schools should make these following considerations:**

- CEP does remove administrative burdens such as distributing and approving free or reduced-price applications, verifying applications, collecting lunch money from students and counting meals by eligibility
- If the ISP does not yield 100 percent free claiming percentage then it is very essential to ensure financial viability to cover the difference in meals not able to be claimed at the free rate
- FRL percentages used for formula calculation
- LEAs should use the **CEP calculator** tool to determine the financial impact

**Contact Food and Nutrition Services by phone or email:**

Main Phone: 573-751-8673

Kyle Heislen: 573-522-9849 or Barbara Shaw 573-751-8673

Email: [Kyle.Heislen@dese.mo.gov](mailto:Kyle.Heislen@dese.mo.gov)

**Cc: [Barbara.shaw@dese.mo.gov](mailto:Barbara.shaw@dese.mo.gov), [Becky.hart@dese.mo.gov](mailto:Becky.hart@dese.mo.gov) and [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)**

## Reminders and Important Information

### **SNP Financial Report - Deadline has been extended to December 31st**

School food authorities shall maintain a nonprofit school food service account. Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service. Expenditures of nonprofit school food service revenues shall be in accordance with the financial management system established by the State Agency. Schools participating in the National School Lunch Programs are required to submit forms and reports to demonstrate compliance with Program requirements. When all SNP financial reports from each LEA have been submitted, reviewed and approved, the data is used to analyze Statewide participation and cost.

- The School Nutrition Program Financial Report assists in the monitoring of the Local Education Agency's (LEA) compliance with the financial management requirements as set by Federal regulation (7 CFR 210.14) for the school meals programs.
  - The SNP financial report was due in the DESE Web Applications system November 1. **This deadline has been extended to December 31st.**
  - Finance Reporting and additional resources for Food and Nutrition Services can be found on our **Guidance & Resources** page
    - **Financial Report Definitions**
    - **ASBR Mapping Resources**
    - **Financial Report Instructions**
- **Schools that contract with a Food Service Management Company (FSMC)-** *must* breakout the expenses in Part 1 number 3 *Expenditure for Reporting Period*. The expenditures include food, salaries, employee benefits, purchased services,

equipment purchases and supplies. The LEA must request expenditure details from the FSMC to complete the financial report.

- **Adjustment to balance-** Adjustment to Balance is used if necessary to amend the closing balance. This can be done per an audit, to report funds moved from a general (non-federal) source into the nonprofit food service fund (+), to report repayment of a loan, or to recover indirect cost (-) from the account.
- **Indirect Cost Rate-** the allowable percentage of Indirect Cost that can be recovered from the nonprofit food service fund is found on number 10 of the financial report. You can review the [Indirect Cost memo](#) posted here along with the [Indirect Cost Guidance](#).

### **Verification Report**

As many of you may know, the Verification Process was due to be completed by November 15th. Therefore, everyone should have received and verified documentation from families selected for verification, and notified families of the results of verification by now. If you have yet to complete this process, please continue to do so. If a family was notified of their selection for verification and has failed to provide documentation by the due date provided, they must be changed to full pay and notified of the change. This will complete the verification process. For a refresher on the verification process please view our [Verification Step-by-Step Summary](#)

For those that have completed the verification process already, please note that the Verification Report is still open and was due to be completed by **December 15th**. If you have not already completed this report, **please do so as soon as possible**. With the holiday season it is easy to forget this process and report so please take time to do so as soon as possible. For guidance on the verification Report, please review the [Verification Report Guidance](#). If you require further assistance, please reach out to your regional Nutrition Program Specialist. To identify your Specialist, please use the [Map](#) and [Contact Information](#).

### **Food Service Management Contract (FSMC) Renewals**

Schools contracting with a FSMC company must submit signed renewal forms showing the renewal for school year 2023-2024 to our office each year. Email forms to [Kyle.heislen@dese.mo.gov](mailto:Kyle.heislen@dese.mo.gov) and Cc: [Barbara.shaw@dese.mo.gov](mailto:Barbara.shaw@dese.mo.gov), no later than December 31, 2023.

Schools contracting with a FSMC company must complete an **On-site Monitoring** and complete the **On-site Monitoring** form each year. The completed monitoring form must be submitted to our office or again attached to the FSMC application in the SNP application packet. The monitoring form is due to DESE no later than **December 15** each year. You may also email the form to [Kyle.heislen@dese.mo.gov](mailto:Kyle.heislen@dese.mo.gov) and Cc: [Barbara.shaw@dese.mo.gov](mailto:Barbara.shaw@dese.mo.gov).

### **Food and Nutrition Services Updated Contact Information**

We have recently updated documents which include DESE, Food and Nutrition Services Staff contact information. Please save these and update your records so that you will be able to reach us by phone or email.

- [Food and Nutrition Services Contact Information](#)
- [Food and Nutrition Services Region Map](#)

**The DESE Food and Nutrition Services main contact number has temporarily been changed to a new number for LEAs calling the main line. Effective immediately when contacting the FNS main office, dial 573-751-8673.**

The old, 573-751-3526 line is still active, but has recently been experiencing a high volume of calls from families concerning the Pandemic Eligibility Benefits Program (P-EBT). The best mechanism for our office to continue to address P-EBT calls was to create a phone line specific for these callers.

**Upcoming Missouri Commodity Foods Expos** - The Missouri Department of Elementary and Secondary Education (MO-DESE) is partnering with the School Food Nutrition Directors Association (SFNDA), the Illinois State Board of Education (ISBE), Heart of America (HOA), and the School Nutrition Association of Kansas (SNA-KS) to provide two **Commodity Expos** in conjunction with the HOA and SFNDA trade shows.

The Free event will begin with commodity food updates, information for the 24/25 SY, and classes for those new to the commodity program. There will also be continuing education classes and a social event the evening before each expo. The food shows will feature processed commodity products and commercial products.

Please register for the event (or events) that you would like to attend.

**St. Louis – January 31, 2024**  
**SFNDA/ISBE/MO-DESE Commodity Expo and Food Show**

**Orlando Banquet Hall**  
2050 Dorsett Village Plaza  
Maryland Heights, MO 63034

[View on map](#)

[CLICK HERE to register for ST. LOUIS 2024 SFNDA/ISBE/MO-DESE Commodity Expo and Food Show](#)

**Kansas City – February 7, 2024**  
**HOA/SNA-KS/MO-DESE Commodity Expo and Food Show**

**KCI Expo Center**  
11730 N Ambassador Dr.  
Kansas City, MO 64153

[View on map](#)

[CLICK HERE to register for Kansas City 2024 HOA/SNA-KS/MO-DESE Commodity Expo and Food Show](#)

**Refried Beans Cancelled and Peanut Butter Continues to be Delayed**

Missouri's final truckload of refried beans has been cancelled because it will not be available for delivery to Gold Star until April. Missouri's truckloads of peanut butter have been purchased but have been delayed by the manufacturer. We are hopeful they will arrive in late December or early January. Please visit our Cancelled or Adjusted USDA Foods List on our USDA Foods website for the most up-to-date information.

<https://dese.mo.gov/media/pdf/canceled-or-adjusted-usda-food-brown-box-orders>

**NOI Pound Usage**

Districts that have processed Net Off Invoice pounds should review their current balances. We are about to move into December and approximately 50% of pounds allocated for the year should be used. Processors will be reaching out to districts that have used less than 50%. If your district has a plan to utilize all remaining pounds, please share that with them. If a district does not have a plan and does not think they will be able to utilize their remaining pounds, then please notify your processors. They will move the pounds back into our State account so they can be shared with a district that can use them. For districts that have used a majority of their pounds and could utilize additional pounds, please reach out to your processors. They will be able to provide bonus pounds as they are available.



**New December Direct Delivery (Brown Box) Bonus Advertisements** have just been posted on our Gold Star webpage. There are over 25 different products currently available as Bonus and more are added throughout the month. Please check the website often and request only the amount you can immediately receive and store. Bonus items must be added to your next scheduled Gold Star delivery.

To request bonus items, log in on the **Gold Star website**. On the left panel, click on Advertisements under the USDA Direct Delivery Header. Then request the items you would like. Districts that have direct delivery items they will not be able to utilize may use this feature to “advertise” the items to other districts. Any items advertised and not requested within 2 months, must be placed on delivery and accepted by the district advertising the item. More information and instructions on this advertisement feature can be found on the USDA Foods website under Gold Star Training Videos – Advertisements <https://youtu.be/FcpbOTckHAQ>



### Past Newsletters

Missed a past newsletter or need to access them again? You can find them all on our **Food and Nutrition Services Newsletter page!**



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Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966;  
email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

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